



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
Regular Meeting Minutes
Thursday, December 08, 2016
4:00 p.m. City Hall, Room 203

I. CALL TO ORDER

The meeting was called to order by Commissioner David Wendtland at 4:02 p.m.

Also present: Commissioner Kevin Huss, Kristen N. Wade, Human Resources Director, Dwana Thompson, Affirmative Action/Risk Manager, Cathy Brubaker-Clarke, Economic Development Director, Mike Franzak, Zoning Administrator, and Anne James Benefits Specialist.

II. MINUTES

Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the regular minutes of the November 10, 2016 meeting.

Motion Carried.

III. ACTION AGENDA

- A. Approve the revised job description for the City Fire Marshal. No questions.
- B. Approve the revised job description for the City Manager. Commissioner Wendtland requested that annual performance evaluation is added to paragraph 15. Ms. Thompson will add this.
- C. Approve the revised job description for the Planner 1. Commissioner Wendtland questioned if this position should be under the supervision of the Planning Director and not the Public Services Director. Ms. Brubaker-Clarke confirmed it should be under the supervision of the Planning Director and will change this on the job description.
- D. Approve the revised job description for Planning Director. Ms. Brubaker-Clarke discussed and answered questions regarding the reorganization plan which included the Planning Director.

Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the job description as amended for the Fire Marshal, City Manager, Planner 1, and Planning Director job descriptions.

Motion Carried.

IV. OLD BUSINESS

None

V. OTHER BUSINESS

None

VI. ADJOURNMENT

Meeting adjourned at 4:18 p.m.